



COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.

2255 Del Oro Avenue; Oroville, Calif. 95965

(530) 538-7559 Fax (530) 533-7470

RECRUITMENT ANNOUNCEMENT

JOB TITLE: Controller

START DATE: As soon as possible

**AREA OF
ASSIGNMENT:** Butte County

POSITION DESCRIPTION

Under general administration, to direct the financial duties and functions of Community Action Agency. This is an exempt management class position. The incumbent will perform a variety of complex fiscal and budget administration and analysis assignments, and to do related work as required.

PROGRAM DESCRIPTION

The Community Action Agency is a non-profit, charitable corporation that is governed by a Board of Directors and consists of various projects and programs that enable low-income families and elderly to improve their lives.

EXAMPLE OF DUTIES

1. Supervises, trains, and evaluates the work of financial support staff;
2. Develops, directs, and administers a variety of financial services, including but not limited to budgeting, revenue projections, payroll, tax accounting, general accounting, and cash receipt and disbursement;
3. Directs and coordinates the development of financial and office policies, such as accounting standards, accounting controls, work schedules, workload distribution, travel reimbursement, and budget forms;
4. Works with Agency management to provide advice and consultation on budget procedures and expenditures;
5. Compiles and prepares the annual Agency budget;
6. Oversees and assists with balancing journals and general ledgers;
7. Develops and coordinates the implementation of cost tracking systems, including maintaining information for Grant Mandated expenditure tracking;
8. Coordinates the preparation of government tax reports for Agency 403(b) Retirement Plan;
9. Responsible for Agency-related insurance plans;
10. Oversees the development, preparation, and submission of financial statements and reports;
11. Represents the Agency with the public, boards, commissions, and representatives of granting and donor organizations, as delegated.

TRAINING AND EXPERIENCE:

- Broad and extensive professional work experience in accounting, auditing, and financial analysis work, including experience with non-profit agency financial administration, and at least two years in a lead or supervisory capacity preferred.
- Education equivalent to successful completion of courses required for a major in accounting at an accredited four (4) year college or university, or successful completion of a professional accounting curriculum.

<OVER>

OTHER**Knowledge of:**

1. Laws, rules, regulations, and policies affecting the financial operations, financial transactions, and payroll system of the Agency.
2. Non-profit agency cost accounting and budgeting.
3. Payroll laws and administration.
4. Budget development and control.
5. Principles of supervision, training, work evaluation, and management.
6. Analyze and evaluate financial, program, and operational information, researching and gathering appropriate information to resolve problems.
7. Monitor and update fiscal, operational, and program records.
8. Make mathematical calculations quickly and accurately.
9. Effectively represent the Agency with staff, boards and commissions, the public, and representatives of donor and grant agencies.
10. Review Accounts Payable input for validity of payment and correct general ledger postings
11. Review payroll for correctness.
12. Handle multiple projects with various deadlines.

ABOUT THE AGENCY

The Community Action Agency of Butte County, Inc. has provided a variety of programs and services to low income families since 1967 including Head Start preschool, Senior Nutrition and Home Weatherization. We serve all of Butte County, the *Land of Natural Wealth and Beauty*. Our Administrative Offices are located in Oroville, California which is approximately 68 miles north of Sacramento, in the Northern Sacramento Valley.

ABOUT THE AREA

In 2001 Butte County had an estimated population of 205,973. Butte County is rich in natural beauty, recreation, and education opportunities hosting campuses of California State University, Chico and Butte/Glenn Community College.

SALARY: Range 113, Step A – Z, \$1820.00 – 2333.07 semi-monthly

BENEFITS: We offer a very competitive benefit package that includes medical, dental, vision, life insurance, paid sick and vacation leave, 12 paid holidays per year, 3 paid personal days per year, administrative leave and a 403(b) retirement plan (with employer contribution).

DEADLINE: **Open until sufficient qualifying applications have been received.**

TO APPLY: Submit cover letter, CAA application and resume.

To receive application and flyer, contact:

COMMUNITY ACTION AGENCY OF BUTTE COUNTY, INC.
Office of Human Resources
Attn: Office of Human Resources
2255 Del Oro Avenue
Oroville, CA 95965
530-538-7559, ext. 103
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